**Time Sheet**



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| --- | --- |
| **Employee name:** | **WEEK ENDING:** |
| **COMPANY ASSIGNEd:** | **Supervisor:** |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Date | Start Time | MEAL  BREAK  IN | MEAL  BREAK OUT | End Time | TOTAL HOURS | PAYROLL USE  REG/OT HOURS |
| SUNDAY |  |  |  |  |  |  |
| MONDAY |  |  |  |  |  |  |
| TUESDAY |  |  |  |  |  |  |
| WEDNESDAY |  |  |  |  |  |  |
| THURSDAY |  |  |  |  |  |  |
| FRIDAY |  |  |  |  |  |  |
| SATURDAY |  |  |  |  |  |  |
| Weekly Totals |  |  |  |  |  |  |

|  |  |
| --- | --- |
| **Supervisor signature:** | **Date:** |